

LMS TIMELINE/MATRIX

Revised 11/18/03

ACTIVITY	DATE	RESPONSIBLE PARTY	COMMENTS
Review and approve: <ul style="list-style-type: none"> LMS subcommittee charter Priority Features Selection Process/Timeline 	10/30/03	<ul style="list-style-type: none"> Prepared by DOH staff Approval by subcommittee 	
PHASE I – Prequalification	10/30/03-1/15/03		
1. LGuide to hold phone interviews with 4 or 5 stakeholders to be sure that LMS functional requirements match the work flow requirements of the enterprise (state/local health jurisdictions)	By 12/5/03	<ul style="list-style-type: none"> LGUIDE 	
2. Develop SOW and selection criteria for vendor selection for review and comment by: <ul style="list-style-type: none"> LMS Committee DIS DOH Contracts/DIRM 	By 12/12/03 By 12/19/03	<ul style="list-style-type: none"> Prepared by DOH staff with assistance from LGUIDE Reviewed by subcommittee and required approval authorities 	
3. Revise SOW and other requirements and send to CDC to initiate RFP process	By 12/30/03	<ul style="list-style-type: none"> DOH and CDC 	
3. Review vendor evaluation guide and revise as necessary	By 12/15/03 ?? By 1/9/04	<ul style="list-style-type: none"> Prepared by DOH with assistance from LGUIDE Reviewed by subcommittee 	
4. Screen proposals to determine short list vendors.	By 3/1/04	<ul style="list-style-type: none"> DOH staff with guidance from LGUIDE 	

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PHASE II – Evaluation and Demonstration	3/1/04-4/1/04		
2. Arrange for vendor demonstrations	3/5/04-3/15/04	<ul style="list-style-type: none"> • Arranged by DOH for subcommittee members 	
3. Recommend a vendor for selection	By 3/25//04	<ul style="list-style-type: none"> • Subcommittee members 	
4. Negotiate LMS contract and identify next steps for implementation	By 3/31/04	<ul style="list-style-type: none"> • DOH negotiates contract with LGUIDE review • Subcommittee recommends next steps 	